

Specifications for Contracted Services to Develop a Human Resource Policies and Procedures Manual for Local Government

Warren County Government is seeking support and procurement of an individual or firm to provide contracted services to develop a Human Resource Policies and Procedures Manual for local government administration. The manual shall include county level policies and procedures which will meet all regulatory requirements and can be adapted to elected official's office operations. A working understanding of county government and its departments would be beneficial to this project. Officials and department directors will have input in order to administer internal policies that meet individual compliance requirements. Deliverables will include policies, procedures, hiring requirements, job applications and descriptions, disciplinary and termination guidelines, pay scales per category, benefits packages and performance incentives.